

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Recycling Coordinator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Develops, plans, and leads public service programs and activities. Guides lower level coordinators. Serves on various committees to function as a city liaison.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages programs, commissions, and services by planning and leading meetings, creating and writing plans and proposals, developing exhibits, leading programs, making presentations, evaluating results, recording and analyzing data, training, and preparing reports and budgets.
2	L	Supervises staff and volunteers by conducting staff meetings, orientation, and training, providing direction and plans, and evaluating performance.
3	S	Manages the Environmental Action Center by procuring supplies and equipment, planning and implementing improvements to the building, managing and performing maintenance and developing and maintaining educational exhibits and programs.
4	L	Acts as City liaison to committees by attending various meetings and serving on various councils.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience public relations, advertising, promotional or related field.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read various reports, articles, research papers, trade journals, survey results and various laws.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as prepare budget proposals.
Writing	Work requires the ability to write briefs, updates, grants and letters.
Managerial	Managerial responsibilities include creation, planning, implementation and evaluation of projects.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for fundraising to support environmental programs and monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees and citizen volunteers.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations including non-profit organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, presentations, community organization functions, speaking engagements, staff events, consulting with various personnel, forums, supervision, customer service
Sitting	F	Computer, desk work, meetings, answering telephone, driving
Walking	R	Inter-office, to/from office equipment, to/from various meetings, functions, engagements
Lifting	O	Office supplies, books, manuals, files, reports, flyers, boxes, presentation or informational materials, office equipment, event materials including furniture, displays, signs, posters, banners
Carrying	O	Office supplies, books, manuals, files, reports, flyers, boxes, presentation or informational materials, office equipment, event materials including furniture, displays, signs, posters, banners
Pushing/Pulling	O	Hand cart, boxes, presentation materials and equipment, office furniture
Reaching	O	Various items on shelves, to erect signs, posters, banners
Handling	O	Office supplies, books, manuals, files, reports, flyers, boxes, presentation or informational materials, office equipment, event materials including furniture, displays, signs, posters, banners
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	During set up of function or event, filing in cabinet drawer, clean up detail
Crouching	N	
Crawling	N	
Bending	O	During set up of function or event, filing in cabinet drawer, clean up detail
Twisting	N	
Climbing	O	Ladder, stairs
Balancing	O	During set up of function or event, stairs, carrying of promotional or presentation materials or equipment
Vision	C	Computer, desk work, filing, set up of function or event, speaking engagements, supervision, observations, driving
Hearing	C	Telephone, co-workers, staff, supervisor, event or seminar management staff, various City & department personnel, community or general public, vendors, meetings, presentation, functions
Talking	C	Telephone, co-workers, staff, supervisor, event or seminar management staff, various City & department personnel, community or general public, vendors, meetings, presentation, functions
Foot Controls	F	Driving

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PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, Standard Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)